

December 24, 2013

TO ALL PROSPECTIVE OFFERORS:

***Request for Quotation (RFQ): RFQ-CA-14-00002***

***Title: Hawaii Clean Air, Energy and Climate Change Projects***

**A. BACKGROUND**

The U.S. Environmental Protection Agency's (EPA) Region 9 is seeking businesses interested in submitting a quote for a Purchase Order (PO) using Simplified Acquisition Procedures (FAR 13) to complete sustainability projects identified herein under a sustainability internship program and to progress towards achievement of the clean energy and climate change goals in Hawaii in accordance with the attached Statement of Work (SOW).

**B. WRITTEN SUBMITTAL INSTRUCTIONS**

Firms responding to this request for quotation are requested to submit a written response including a work plan, and cost/price. Quotes may be submitted electronically via email to: [raikar.amitkumar@epa.gov](mailto:raikar.amitkumar@epa.gov). Quotes mailed or delivered in person are to be submitted to U.S. EPA Region 9, ATTN: MTS-4-3 Contracts Office, 75 Hawthorne Street, San Francisco, CA 94105. **Quotes are due by 5:00pm PST, Tuesday, January 14, 2013.**

To accomplish all tasks in the Statement of Work (SOW) and the overall order, the written quote must include the following sections.

***Section I – Work Plan Outline***

*This section is not to exceed ten (10) pages (excluding resume).* The contractor shall provide a clear description of how all of the tasks in the SOW will be accomplished. The work plan will include a schedule of milestones and deliverables.

***Section II – Contractor Qualifications***

The contractor shall have specialized experience managing clean energy, climate change and sustainability projects. The contractor shall have specific knowledge of Hawaii's unique situation regarding energy, transportation and food. Contractors shall have demonstrated experience in providing project management, training and technical assistance to government and state agencies. The contractor shall propose the key personnel (project manager) to oversee the contract. The resume submitted for this key personnel shall not exceed one (1) page.

***Section III – Past Performance***

The contractor shall provide a summary of related clean energy, climate change and sustainability projects they have managed. At least three (3) project summaries must be submitted for review.

Each example of past performance shall include:

1. Contract Number (if applicable)
2. Contract Description/Description of Project
3. Contract/Project Amount and Type of Contract (if applicable)
4. Period of Performance
5. Name, address, email address (if available), and a telephone number and fax number of the customer. If contract was a Government order, please provide the name and telephone number of the Contracting Officer and the Contracting Officer's Representative (COR). If contract was commercial, provide the technical and contracting equivalent.

#### **Section IV – Cost/Price**

Contractor shall provide a firm fixed price for tasks 1 through 3, separately and collectively, as outlined in the SOW. Contractor shall provide hourly rates for key staff involved in completing each task.

#### **C. REVIEW PROCEDURES**

EPA will review responses to the RFQ on a best value basis. For the purposes of this RFQ, the term “best value” means the expected outcome that, in the Government’s estimation, provides the greatest overall benefit in response to the requirement. The Government will make an award to the offeror whose quote conforms to the SOW and will be most advantageous to the Government, price along with other factors considered.

For this review, factor 2 is weighted more heavily than factors 1 and 3 when EPA is determining the best value. All non-price evaluation factors (Factors 1, 2, and 3), when combined are significantly more important than Factor 4, Cost/Pricing, when EPA is determining the best value. All evaluation subfactors are equally important.

1. Work Plan Outline: EPA will consider whether the work plan and schedule demonstrate understanding of the requirements of the SOW and the ability to perform in a timely manner.
2. Contractor Qualifications: EPA will consider the offeror’s ability to meet the requirements of the SOW, including a clear understanding of clean energy, transportation and sustainability issues in Hawaii. EPA will consider if the contractor demonstrates the local knowledge needed to successfully manage this requirement. EPA will also consider the contractor’s demonstrated ability and understanding for following subfactors:
  - a. Working in multi-party collaborative efforts involving various interests and partners.
  - b. Supporting clean energy, climate change, sustainability, food waste diversion and source reduction projects.
  - c. Supporting the implementation of innovative voluntary partnership programs.
  - d. Strong project management and communication skills.
  - e. Managing interns
3. Past Performance: EPA will review the offeror’s past performance based on the information provided by contractor, the project summaries and past performance, including past performance under existing and prior contracts for similar services. EPA will consider if the contractor has relevant experience and, if so, did this past performance demonstrate their ability to manage the contract.
4. Cost/Pricing: Cost/Price will be reviewed on price reasonableness and best value basis.

#### **D. PERIOD OF PERFORMANCE**

The period of performance of the purchase order will be 12 months from date of award.

#### **E. TYPE OF CONTRACT**

The resulting order will be firm fixed-price purchase order.

#### **F. PLACE OF PERFORMANCE**

Tasks must be performed, primarily, in Hawaii. The contractor is not required to have an official office in Hawaii, but the contractor must demonstrate the ability to manage the contract appropriately, which will require a lot of time to be spent in Hawaii and meeting with Hawaii partners. The contractor will coordinate all activities with the EPA Contracting Officer’s Representative (COR) and EPA Technical Project Lead.

#### **G. CONTRACT ADMINISTRATION DATA**

1. Contracting Officer. The Contracting Officer (CO) and telephone number for this order is:

Amitkumar Raikar  
Telephone: (415) 972-3713  
Facsimile: (415) 974-3558  
Email: Raikar.Amitkumar@epa.gov

Only the CO is authorized to make or approve any changes in any of the requirements of this purchase order and, notwithstanding any clauses contained elsewhere in this order, the said authority remains solely with the CO. In the event that the Contractor makes any changes at the direction of any person other than the CO, the change will be considered to have been made without authority and EPA will make no adjustment in the purchase order price to cover any increase in cost incurred as a result thereof. The CO will handle all day-to-day contract award and contract administration functions. Interested parties responding to this RFQ shall direct all communication and responses to the Contracting Officer.

## **H. CONTRACTOR PERSONNEL**

In the event that one or more of the personnel are not available, or become unavailable, the contractor shall furnish substitute personnel of equal skills. These personnel substitutions shall be subject to approval of the EPA Contracting Officer's Representative (COR) and EPA Technical Project Lead.

## **I. CLAUSES**

Following clauses will be added to the resulting purchase order for services.

1. Organizational Conflicts of Interest (EPAAR 1552.209-71) (May 1994)
2. Notification of Conflicts of Interest Regarding Personnel (EPAAR 1552.209-73) (May 1994)
3. Compliance with EPA Policies For Information resources Management (EPAAR 1552.211-79) (Feb 1998)
4. Project Employee Confidentiality Agreement (EPAAR 1552.227-76) (May 1994)
5. Treatment of Confidential Business Information (EPAAR 1552.235-76) (Apr 1996)
6. Release of Contractor Confidential Business Information (EPAAR 1552.235-79) (Apr 1996)
7. Notice Regarding Prohibited Contractor Activities on Environmental Protection Agency (EPA) Contracts (EP 52.000-000) (Nov 1994)
8. System for Award Management (FAR 52.204-7) (Jul 2013)
9. Reporting Executive Compensation and First-Tier Subcontract Awards (FAR 52.204-10) (Jul 2013)
10. Terms and Conditions—Simplified Acquisitions (Other Than Commercial Items) (FAR 52.213-4) (Nov 2013)
11. Notice of Price Evaluation for HUBZone Small Business Concerns (FAR 52.219-4) (Jan 2011)
12. Payment by Electronic Funds Transfer - System for Award Management (FAR 52.232-33) (Jul 2013)
13. Unenforceability of Unauthorized Obligations. (FAR 52.232-39) (Jun 2013)
14. Disputes (FAR 52.233-1) (JUL 2002)

## **J. LIST OF ATTACHMENTS**

Attachment A: Statement of Work

## **K. TECHNICAL QUESTIONS**

If you have any questions regarding this RFQ, please contact Amitkumar Raikar at (415) 972-3713. All questions pertaining to the technical requirements or acquisition-related clarifications must be posed in writing to the Contracting Officer via email to [raikar.amitkumar@epa.gov](mailto:raikar.amitkumar@epa.gov) **no later than 12:00pm PST, Tuesday, January 7, 2013.**

## **Attachment A: Statement of Work**

### **Hawaii Clean Air, Energy and Climate Change Projects**

#### **I. Background**

Under the EPA Region 9 Hawaii Strategic Plan, the Air Division has clean energy and climate change goals. One of the priority goals is to help create a clean energy economy, achieving 70% clean energy by 2030. EPA also supports green workforce development and this clean air and energy project Statement of Work is for part-time, paid sustainability internship assistance in achieving our goals. Past sustainability internships have been administered by the RISE program: [www.risehi.org](http://www.risehi.org)

#### **Objective/Purpose**

The purpose of this contract is to progress towards achievement of the clean energy and climate change goals in Hawaii. The contractor shall complete the sustainability projects identified herein under a sustainability internship program.

#### **II. Scope**

##### **TASK 1: Greenhouse Gas (GHG) Reductions Project**

##### **Performance Requirements**

Under a sustainability internship program, the contractor shall complete the following activities and provide four GHG Reductions Reports.

- Develop an ongoing inventory of local sustainability and climate change plans, projects and policies. Study other state sustainability and climate action plans. From this research, develop criteria to assess these plans, projects and policies. Using this criteria and a systems approach, assess these plans and identify which of them significantly reduce GHG emissions in Hawaii. Submit all of this information as GHG report #1.
- Monitor emerging national and international sustainability, climate change, and transportation trends, policies and programs that have proven to be effective in significantly reducing greenhouse gases. Submit this research as GHG report #2.
- Research, analyze and evaluate what plans, projects or programs from GHG report #1 & #2 could be expanded or adopted in Hawaii to significantly reduce greenhouse gas emissions. Use a system approach to identify gaps and new initiatives that could significantly reduce GHG emissions in Hawaii. Develop a list of sustainability indicators to track progress, modeled after the criteria used for GHG report #1. Identify public and private funding opportunities. Submit all of this information as GHG report #3.
- Assist with developing and compiling emissions inventories for regional air quality evaluations and EPA reporting requirements. Help EPA and the Hawaii Department of Health plan GHG meetings and prepare presentations for public meetings, training sessions, and other informational meetings. Assist in the review of greenhouse gas (GHG) control assessments from affected sources. Submit this information as GHG report #4.

##### **Performance Standards:**

- All inventories and lists shall be developed and maintained in Excel and all reports shall be in MSWord. All reports shall be submitted by email to the primary Contracting Officer Representative and Technical Contact.
- Response time to email / phone requests within one workday.
- Final document quality – no more than 5 grammatical errors and no more than 1 spelling error for all final documents.
- Meeting note quality – contractor shall submit meeting notes within two working days of the meeting and with no more than 5 grammatical errors and no more than 1 spelling error.
- Meeting logistics – contractor shall confirm logistics at least 10 workdays prior to meetings so invitations can go out in a timely manner.
- Important meetings – contractor shall be available to attend important meetings, even if the meetings are, on occasion, outside of regular business hours.
- Appropriate dress – contractor shall wear professional attire and conduct themselves professionally when attending meetings with EPA employee.
- Meeting attendance– contractor shall be on-time to all meetings and be in attendance for the duration of each meeting, excluding extenuating circumstances. Wherever possible, the contractor shall notify/coordinate with EPA any meeting attendance issues prior to the meeting.
- Appropriate research – contractor shall ensure thorough research is conducted in development of all contract deliverables and other support. Examples of appropriate research include searching the web by all key words, talking with key people, reading key articles and related reports.
- Reports- contractor shall present all project research, data and process in a succinct and organized way. All performance requirements shall be included in the report and all take home points shall be clearly written in the report conclusion.

#### Deliverables

- Monthly updates shall be submitted by the end of each calendar month
- GHG Report #1 is due by the end of April 2014
- GHG Report #2 is due by the end of May 2014
- GHG Report #3 is due by the end of August 2014
- GHG Report #4 due date will be established by the Contracting Officer Representative and Technical Contact, but will be required no later than 30 days prior to contract end date.
- One page fact sheet summarizing the project, environmental results and lessons learned. This shall be due by the contract end date.
- If a deliverable requires revision, the revised deliverable shall be submitted within 5 work days after receipt of EPA comments.

#### **TASK 2: Vehicle Miles Traveled (VMT) Reductions Project**

##### Performance Requirements

Under a sustainability internship program, the contractor shall:

- Provide meeting support at EPA hosted VMT working group meetings and related meetings.
- Assist EPA Region 9 on VMT reduction research regarding: VMT outreach (e.g. website development), VMT reduction calculations, and collaboration with EPA's partners working on VMT reductions. EPA's partners working on VMT reductions include the bike share working group, the Oahu Metropolitan Planning Organization, Honolulu Clean Cities, the State of Hawaii, the City and County of Honolulu and the University of Hawaii. Provide an overview of these activities in VMT Report #1.

- Review existing key state and local Hawaii plans to identify where projects and programs to reduce petroleum in transportation may exist. This list of plans includes, but is not limited to: The Hawaii Statewide Long-Range Transportation Plan and other HDOT plans, Regional Long Range Land Transportation Plans, Hawaii's 2050 Sustainability Plan, the State Policy Act, OMPO's plans, TOD overlay plans, the Kauai Energy Sustainability Plan, the Maui County Short Range Transit Plan, the County of Hawaii Energy Sustainability Program Five Year Road Map, Oahu's Bicycle Plan. Each plan should highlight transportation energy related sections in yellow. These documents should be labeled, compiled and submitted as VMT Report #2.
- Interview key stakeholders about these plans and provide descriptions of how and when each plan is updated and how each plan can be modified to include priority clean transportation projects (e.g. bike share). Additionally, highlight which of these plans has a budget. If the plan has a budget, do the clean transportation projects and programs also have a budget? What process and timeline is used to update the specific budget(s). If a plan/ clean transportation project/program has no budget associated with it, how will the plan be implemented? What are each organizations and/or agencies roles and responsibilities? Combined, this information shall be submitted as VMT Report #3.
- Identify funding opportunities and provide technical support to key VMT strategy projects such as the establishment of a Hawaii bike share program and infrastructure, multi-modal transportation integration, and a Transportation Demand Management program. Compile a list of funding opportunities and an overview of strategic project assistance in VMT Report #4.
- Collect at least 10 case studies from other states/cities highlighting very successful policies to reduce VMT and petroleum used in transportation. Outline how and why similar policies could work in Hawaii. Combined, these 10 case studies shall be submitted as VMT Report #4.

#### Performance Standards

- All deliverables must be submitted in MSWord by email to the primary Contracting Officer Representative and Technical Contact. Calculations and lists must be in Excel.
- Response time to email / phone requests within one work day
- Meeting note quality – contractor shall submit meeting notes within two working days of the meeting and with no more than 5 grammatical errors and no more than 1 spelling error
- Meeting logistics – contractor shall confirm logistics at least 10 working days prior to meetings so invitations can go out in a timely manner
- Important meetings – contractor shall be available to attend important meetings, even if the meetings are, on occasion, outside of regular business hours
- Appropriate dress – contractor shall wear professional attire and conduct themselves professionally when attending meetings with EPA employee.
- Meeting attendance– contractor shall be on-time to all meetings and be in attendance for the duration of each meeting, excluding extenuating circumstances. Wherever possible, the contractor shall notify/coordinate with EPA any meeting attendance issues prior to the meeting.
- Appropriate research – contractor shall ensure thorough research is conducted in development of all contract deliverables and other support. Examples of appropriate research include searching the web by all key words, talking with key people, reading key articles and related reports.
- Reports- contractor shall present all project research, data and process in a succinct and organized way. All performance requirements shall be included in the report and all take home points shall be clearly written in the report conclusion.

#### Deliverables

- Monthly updates shall be submitted at the end of each calendar month
- Meeting Notes shall be submitted after each VMT related meeting
- Meeting Agendas should be submitted at least one week before each meeting
- VMT Report #1 shall be submitted by the end of November 2014.

- VMT Report #2 is due by the end of May 2014
- VMT Report #3 is due by the end of July 2014
- VMT Report #4 due date will be established by the Contracting Officer Representative and Technical Contact, but will be required no later than 30 days prior to contract end date.
- One page fact sheet summarizing the project, environmental results and lessons learned. This shall be due by the contract end date.
- If a deliverable requires revision, the revised deliverable shall be submitted within 5 work days after receipt of EPA comments.

### **TASK 3 Greenhouse Gas Reductions and EPA's Food Recovery Challenge Project**

#### Performance Requirements

Under this sustainability internship program, the contractor shall:

- Conduct thorough research on GHG reductions and EPA Food Recovery Challenge program principles associated with food waste and composting. This research should help determine how GHG emissions can be effectively reduce in Hawaii by diverting food waste from the waste stream. Meet with organizations involved with food recovery, such as the City and County of Honolulu, the Hawaii Department of Health, the Greenhouse, Aloha Harvest and try to calculate the amount of food waste on Oahu that is edible for humans, edible for swine, and non-edible but able to be used for compost. Try to calculate the amount of food waste and green waste that could be used for anaerobic digestion and methane capture. Meet with organizations that need of food recovery services and with food collection/distribution and composting organizations and ask them which organizations should be approached to partner with EPA to reduce food waste. Notes should be taken at all meetings. This information shall be submitted as Food Recovery report #1.
- Partner with organizations interested in reducing food waste by donation and/or composting and work with them to divert food waste from landfills and waste-to-energy facilities and become a WasteWise partner. Currently, Hawaii Pacific University, the University of Hawaii at Manoa and Kapiolani Community College were recognized as part of EPA's Food Recovery Challenge. By the end of this contract, the contractor shall sign up at least three more organizations to be part of the Food Recovery Challenge. The Food Recovery Challenge documents for the new organizations shall be submitted as Food Recovery report #2.
- Participate in the EPA Food: Too Good to Waste meetings. Develop food waste case studies that outline the environmental and social benefits of this food waste diversion highlighting each of the Food Recovery Challenge partners and at least 6 other food recovery projects that are successful in Hawaii. These case studies should be selected and approved by the EPA COR. Of the 6 case studies, at least 2 should be focused on the outer islands. Calculate emission reductions for each food recovery case study. These case studies shall be compiled and submitted as Food Recovery report #3.

#### Performance Standards

- All deliverables must be in MSWord and submitted by email to the primary Contracting Officer Representative and Technical Contact.
- Response time to email / phone requests within one work day
- Final document quality – no more than 5 grammatical errors and no more than 1 spelling error for all final documents
- Meeting note quality – contractor shall submit meeting notes within two working days of the meeting and with no more than 5 grammatical errors and no more than 1 spelling error
- Important meetings – contractor shall be available to attend important meetings, even if the meetings are, on occasion, outside of regular business hours

- Appropriate dress – contractor shall wear professional attire and conduct themselves professionally when attending meetings with EPA employee.
- Meeting attendance – contractor shall be on-time to all meetings and be in attendance for the duration of each meeting, excluding extenuating circumstances. Wherever possible, the contractor shall notify/coordinate with EPA any meeting attendance issues prior to the meeting.
- Appropriate research – contractor shall ensure thorough research is conducted in development of all contract deliverables and other support. Examples of appropriate research include searching the web by all key words, talking with key people, reading key articles and related reports. \
- Reports- contractor shall present all project research, data and process in a succinct and organized way. All performance requirements shall be included in the report and all take home points shall be clearly written in the report conclusion.

#### Deliverables

- Food Recovery report #1 shall be submitted by the end of April 2014
- At least three organizations must be signed up to be part of the Food Recovery Challenge by the end of August 2014 and Food Recovery report #2 shall be submitted by the end of August 2014.
- Draft Food Recovery report #3 shall be submitted for review by May 2014 and final Food Recovery report #3 shall be submitted by the end of September 2014
- One page fact sheet summarizing the project, environmental results and lessons learned. This shall be due by the contract end date.
- If a deliverable requires revision, the revised deliverable shall be submitted within 5 workdays after receipt of EPA comments.